

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE 1 OF 11 PAGES
2. AMENDMENT/MODIFICATION NO. A0001	3. EFFECTIVE DATE April 20, 2001	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (if applicable)	
6. ISSUED BY CODE	8ANCP	7. ADMINISTERED BY (If other than Item 6)	CODE	8AAC
J.S. Department of Housing and Urban Development Denver Field Contracting Operations, Placement Branch, 8ANCP 333 17 th Street - 8 th Fl Denver, CO 80202		Laverne L. Branson Contract Specialist (303) 672-5281-x1824		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code)		9A. AMENDMENT OF SOLICITATION NO. R-DEN-01674		
		9B. DATED (SEE ITEM 11) April 2, 2001		
		10A. MODIFICATION OF CONTRACT/ORDER NO.		
		10B. DATED (SEE ITEM 13)		
CODE		FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

X The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, **XX** is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

X (a) By completing Items 8 and 15, and returning 5 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation, and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, **XX** is required to sign this document and return 5 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to clarify the solicitation by incorporating the submitted written questions and their respective answers into the solicitation; revise and incorporate the following changes and replace the applicable solicitation pages in their entirety:

A. Section B: Pages B-1 - B-5 are replaced with the attached.

B. Section E: Add: 1.3 AVAILABILITY OF RECORDS (Page E-1 is replaced with the attached.)

Throughout the entire life of the contract, the Contracting Officer or duly authorized representative(s), shall have full and free access to the contractor's books, documents, papers and records that are pertinent to activities under the contract, including all those books, documents, papers and records.

(continued on Page 2)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF SIGNER (Type or print) Gay E. Julian	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

- C. Section G 1.1(d) Add: Payments for 202/811 Housing for the Elderly or for Persons with Disabilities (Capital Advance) projects will be made to the contractor's address by HUD's Finance and Accounting Center in Ft. Worth, TX. Page G-1 is replaced with the attached.

D. Submitted questions and the answers:

1. Would it be possible to get the physical addresses of the inspection sites in Idaho?

Answer: Neither names nor addresses are available at this time.

2. Reference is made to construction site work space. Will HUD require the materials listed in 3.1.1. items 1 thru 10 to be stored at each work location?

Answer: HUD requires the General contractor to provide a work area out of the weather for the HUD Inspector. Its is usually shared space in the General Contractor's job office.

Answer: No. These materials will be in the immediate possession of the HUD Inspector, not stored at the construction site.

3. No specific requirements for archiving reports and photographic materials appears to be called for, is there a requirement for these records to be stored in a certain format at a central location?

Answer: The HUD Inspector needs to store all relevant materials in a neat and orderly fashion during the construction of the building(s), through the completion and inspection of the projects, and retain copies until three (3) years after final payment in accordance with FAR 52.215-2 Audit and Records, which is incorporated by reference in Section I of the solicitation.

4. Will it be possible to file reports and documents to the GTR/GTM via email attachments?

Answer: It is possible to communicate with the GTR via email, but all the documents require the HUD Inspector's original signature and therefore must be mailed to the GTR.

5. The form titled "HUD Representative's Trip Report" form # HUD-5379 is referred to frequently throughout the solicitation's Section C. While downloading various forms I found this one listed as canceled. I have since secured a copy dated (6-84). Will this form be the one used or has a more current version superseded this one?

Answer: The (6-84) version acceptable. Headquarters is working on getting the form reinstated in HUDCLIPS.

6. Please clarify the number of PROJECTS which will be handled in each State. 1.2 GEOGRAPHIC AREAS states that the Estimated Number of Inspections to be assigned is 118 for Area 1, Alaska 314 for Area 2, Washington, 166 for Area 3, Oregon and 54 for Area 4, Idaho. Does this mean there will be that number of PROJECTS (with the number of inspections averaging two per month plus two for warranty per the specs or 14 per Project for a total of 1652 actual inspections for the Alaska area), or does it mean 118 inspections, which would equate to only 8.4 projects?

The language makes it unclear since it states the number of Inspections which will be assigned (while projects, not inspections are actually assigned accordingly (sic) to the specifications) and since the administrative staff required (Contract Manager and QC staff) would be excessive for the smaller number of projects.

Answer: Please note that Section B.1.3. has been revised to clarify that PROJECT numbers are shown for the Minimums/Maximums and Estimated Quantities. Prices will be paid per project inspection. The number of units on Attachment A reflects the magnitude of units in the projects.

7. May a company bid on one or more Areas, or must a company bid on all areas?

Answer: Section L 1.2.5 (d) Part II - Business Proposal is hereby revised. Page L - 4 is replaced in its entirety and adds the following::

6. The offeror may bid on one (1) geographic area or as many as all four (4) geographic areas. Complete only the chart(s) in Section B for which you are submitting proposals.

8. Is the QC Plan due with the proposal and included in the 50 page limit or is it due to be provided to the CO and GTR/GTM not later than the post-award conference as it states in (C)1.3 (sic) Contractor Quality Control? A comprehensive QC Plan developed, as it should be for the SOW will take a substantial portion of the 50-page limit. So, if it is to be submitted with the technical, may it be as an attachment that is exempt from the page limitation as are the resumes?

Answer: A Quality Control (QC) Plan is due with the proposal and is included in the 50 page limitation. Either the same or expanded versions of the QC Plan will be submitted to the CO and GTR/GTM at the post-award conference. Resumes are the only exemptions from the 50 page limitation for Part I, Technical and Management Proposal.

9. We have 3 former HUD employees working for us on these construction inspection and contract administration awards for Baltimore, Denver and Fort Worth. Language in the instructions for preparation of the prior experience indicates that we are unable to use any former HUD employee unless the names of the employee has been submitted, and only after HUD General Counsel approves these former employees for this contract work. One employee, XXXX (sic), has worked for us for the past 5 years on various HUD contract awards. Does this mean that we cannot use him on this contract proposal unless and until he is cleared by HUD General Counsel? If this is the case, how long does it take to gain this clearance? If the length of time required to clear is beyond the May 1st deadline for submission, would we be able to submit them as inspectors subject to General Counsel approval? If the answer is yes, would the TEP members be instructed to assess their prior experience without regard to whether there was a clearance evidenced in the technical proposal package?

Answer: In reviewing Section M, Technical Evaluation Factor (a) Prior Experience, as notated in your question, HUD was unable to locate the information cited. HUD employees and former employees are required to comply with Procurement Integrity Requirements.

10. Is the contractor going to be required to perform 100% inspections for each visit to the target project, or is a sampling of units going to be acceptable for determining project status?

Answer: HUD requires 100% of the project be inspected at every inspection.

11. The units that are priced by the contractor in CLIN - does this price per inspection include all paperwork and administrative time prior to arrival to the site, and after the completion of the site visit, the submissions to the GTR? Or is the contractor to add additional administrative time for the arranging of meetings and completion of reports outside of the on-site inspection costs?

Answer: The price per inspection is to cover everything. No extras allowed.

12. Will an extension to the submission of this RFP be considered following changes to, or clarifications of the information required? (Perhaps even 7 working days?)

Answer: No extension is anticipated at this time.

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

1.1 SERVICES

- 1.1.1 The contractor shall perform inspections of HUD Multifamily (MF) projects under repair, construction or substantial rehabilitation. The contractor may be requested to perform additional or more frequent inspections of assigned projects, but only after prior discussion with, and subsequent approval of, the GTR/GTM. MF projects to be serviced by the contractor under this contract will involve either HUD insured or HUD Capital Advance programs.
- 1.1.2 The contractor shall perform Special Purpose Inspections (SPIs) of existing insured and/or subsidized multifamily projects to determine the scope and cost of repairs needed to bring the project to a decent, safe, and sanitary condition in accordance with 24 CFR Part 5, Subpart G.
- 1.1.3 The contractor shall perform warranty inspections on HUD MF projects, 9 months and 12 months after construction completion.

1.2 GEOGRAPHIC AREAS

Projects will be located in the States of Alaska, Washington, Oregon and Idaho, served by HUD's Multifamily Housing Hub Office located in Seattle, Washington

- 1.2.1.1 GEOGRAPHICAL AREA 1: Alaska
1.2.1.2 GEOGRAPHICAL AREA 2: Washington
1.2.1.3 GEOGRAPHICAL AREA 3: Oregon
1.2.1.4 GEOGRAPHICAL AREA 4: Idaho

1.3 MINIMUMS/MAXIMUMS AND ESTIMATED QUANTITIES OF PROJECT INSPECTIONS TO BE ASSIGNED:

GEOGRAPHIC AREA	BASE PERIOD AND EACH OPTION PERIOD		
	<i>MINIMUM</i>	<i>MAXIMUM</i>	<i>ESTIMATED</i>
AREA 1 - ALASKA	15	150	118
AREA 2 - WASHINGTON	40	400	314
AREA 3 - OREGON	40	400	166
AREA 4 - IDAHO	15	150	54

Technical Exhibit 1, Attachment A, identifies the projects which initially may need servicing under this contract in the base period (first year). Exhibit 1 is located at the end of Section C. This represents all types of inspections.

1.3.1 The number of SPIs required in subparagraph 1.1.2 above, shall be determined for each individual project and are not included in the estimated number of inspections for the base year and each option year nor in Section C, Technical Exhibit 1, Attachment A.

1.4 PRICE SCHEDULE

The price schedule below for each contract line item number shall include all necessary technical and clerical services, materials, supplies, reviews, reports, communications, HUD construction contract administration tasks, time, travel, printing, photographic expenses, postage, courier fees and other fees related to the delivery of information to HUD, general oversight, overhead, general and administrative costs, fringe benefits, and profit/fee. The price paid will be for each inspection per project.

1.4.1 Geographic Area 1 - Alaska

1.4.1.1 Base Period prices (per project inspection) for (project size 650 units):

CLIN 0001 Anchorage Commuting Area \$

CLIN 0002 Fairbanks Commuting Area \$

CLIN 0003 Alaska (Except Anchorage/Fairbanks) \$

1.4.1.2 Additional prices (per project inspection) for larger unit projects (over 50 units):

CLIN 0004	(A)	(B)	(C)	(D)	(E)	(F)
# UNITS	51-100	101-150	151-200	201-250	251-300	>300
Anchorage	\$	\$	\$	\$	\$	\$

CLIN 0005	(A)	(B)	(C)	(D)	(E)	(F)
# UNITS	51-100	101-150	151-200	201-250	251-300	>300
Fairbanks	\$	\$	\$	\$	\$	\$

CLIN 0006	(A)	(B)	(C)	(D)	(E)	(F)
# UNITS	51-100	101-150	151-200	201-250	251-300	>300
Alaska (Except Anchorage/Fairbanks)	\$	\$	\$	\$	\$	\$

1.4.1.3 Option year(s) percent (%) price change: Percent price change over all base year prices shown in CLIN 0001-0003 above are the same for all geographical areas. Escalation figures for option years will be rounded up to the next dollar.

CLIN 0007	First Option Year	<u> </u>	%
CLIN 0008	Second Option Year	<u> </u>	%
CLIN 0009	Third Option Year	<u> </u>	%
CLIN 0010	Fourth Option Year	<u> </u>	%

1.4.1.4 **COST OF SPECIAL PURPOSE INSPECTIONS.** Cost of SPIs for each task order, when required and authorized by HUD, shall be reimbursable to the contractor at an hourly rate as indicated in CLIN 0011 below for the base period and any escalation rate consistent with the option year the SPIs task order is issued (1.4.1.3 above). No environmental testing, destructive investigation, and exploration will be ordered or secured by the contractor, unless specifically required, reviewed, approved, and/or authorized by the HUD Contracting Officer. Travel expenses (and subsistence) for SPIs will be based on the most recent Federal Travel Regulations by the General Services Administration (GSA). There will be no mark ups to travel and subsistence expenses.

CLIN 0011 \$_____ per hour

Note: Labor rates of other skills required in a SPI Task Order but not identified in the CLIN above will be negotiated as necessary.

1.4.2 **Geographic Area 2 - Washington**

1.4.2.1 Base Period prices (per project inspection) for (project size 650 units):

CLIN 00012 **Seattle Commuting Area** \$

CLIN 00013 **Washington (Except Seattle)** \$

1.4.2.2 Additional prices (per project inspection) for larger unit projects (over 50 units):

CLIN 0014	(A)	(B)	(C)	(D)	(E)	(F)
# UNITS	51-100	101-150	151-200	201-250	251-300	>300
Seattle	\$	\$	\$	\$	\$	\$

CLIN 0015	(A)	(B)	(C)	(D)	(E)	(F)
# UNITS	51-100	101-150	151-200	201-250	251-300	>300
Washington (Except Seattle)	\$	\$	\$	\$	\$	\$

1.4.2.3 Option year(s) percent (%) price change: Percent price change over all base year prices shown in CLIN 0012-0013 above are the same for all geographical areas. Escalation figures for option years will be rounded up to the next dollar.

CLIN 0016	First Option Year	_____ %
CLIN 0017	Second Option Year	_____ %
CLIN 0018	Third Option Year	_____ %
CLIN 0019	Fourth Option Year	_____ %

1.4.2.4 **COST OF SPECIAL PURPOSE INSPECTIONS.** Cost of SPI for each task order, when required and authorized by HUD, shall be reimbursable to the contractor at an hourly rate as indicated in CLIN 0020 below for the base period and any escalation rate consistent with the option year the SPIs task order is issued (1.4.2.3 above). No environmental testing, destructive investigation, and exploration will be ordered or secured by the contractor, unless specifically required, reviewed, approved, and/or authorized by the HUD Contracting Officer. Travel expenses (and subsistence) for SPIs will be based on the most recent Federal Travel Regulations as prescribed by GSA. There will be no mark ups to travel and subsistence expenses.

CLIN 0020 \$_____ per hour

Note: Labor rates of other skills required in a SPI Task Order but not identified in the CLIN above will be negotiated as necessary.

1.4.3 **Geographic Area 3 - Oregon**

1.4.3.1 Base Period prices (per project inspection) for (project size 650 units):

CLIN 00021 **Portland Commuting Area** \$

CLIN 00022 **Oregon (Except Portland)** \$

1.4.3.2 Additional prices (per project inspection) for larger unit projects (over 50 units):

CLIN 0023	(A)	(B)	(C)	(D)	(E)	(F)
# UNITS	51-100	101-150	151-200	201-250	251-300	>300
Portland	\$	\$	\$	\$	\$	\$

CLIN 0024	(A)	(B)	(C)	(D)	(E)	(F)
# UNITS	51-100	101-150	151-200	201-250	251-300	>300
Oregon (Except Portland)	\$	\$	\$	\$	\$	\$

1.4.3.3 Option year(s) percent (%) price change: Percent price change over all base year prices shown in CLIN 0021-0022 above are the same for all geographical areas. Escalation figures for option years will be rounded up to the next dollar.

CLIN 0025	First Option Year	_____ %
CLIN 0026	Second Option Year	_____ %
CLIN 0027	Third Option Year	_____ %
CLIN 0028	Fourth Option Year	_____ %

1.4.3.4 **COST OF SPECIAL PURPOSE INSPECTIONS.** Cost of SPIs for each task order, when required and authorized by HUD, shall be reimbursable to the contractor at an hourly rate as indicated in CLIN 29 below for the base period and any escalation rate consistent with the option year the SPIs task order is issued (1.4.3.3 above). No environmental testing, destructive investigation, and exploration will be ordered or secured by the contractor, unless specifically required, reviewed, approved, and/or authorized by the HUD Contracting Officer. Travel expenses (and subsistence) for SPIs will be based on the most recent Federal Travel Regulations as prescribed by GSA. There will be no mark ups to travel and subsistence expenses.

CLIN 0029 \$_____ per hour

Note: Labor rates of other skills required in a SPI Task Order but not identified in the CLIN above will be negotiated as necessary.

1.4.4 **Geographic 4 - Idaho**

1.4.4.1 Base Period prices (per project inspection) for (project size 650 units):

CLIN 00030 Boise Commuting Area \$

CLIN 00031 Idaho (Except Boise) \$

1.4.4.2 Additional prices (per project inspection) for larger unit projects (over 50 units):

CLIN 0032	(A)	(B)	(C)	(D)	(E)	(F)
# UNITS	51-100	101-150	151-200	201-250	251-300	>300
Boise	\$	\$	\$	\$	\$	\$

CLIN 0033	(A)	(B)	(C)	(D)	(E)	(F)
# UNITS	51-100	101-150	151-200	201-250	251-300	>300
Idaho (Except Boise)	\$	\$	\$	\$	\$	\$

1.4.4.3 Option year(s) percent (%) price change: Percent price change over all base year prices shown in CLIN 0030-0031 above are the same for all geographical areas. Escalation figures for option years will be rounded up to the next dollar.

CLIN 0034	First Option Year	_____ %
CLIN 0035	Second Option Year	_____ %
CLIN 0036	Third Option Year	_____ %
CLIN 0037	Fourth Option Year	_____ %

SECTION E - INSPECTION AND ACCEPTANCE

1.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)" in Section I of this contract. FAR 52.252-2 contains the Internet address for electronic access to the text of a clause.

FAR 52.246-4 INSPECTION OF SERVICES-FIXED-PRICE (AUG 1996)

1.2 HUDAR 2452.246-70 INSPECTION AND ACCEPTANCE (APR 1984)

Inspection and acceptance of all work required under this contract shall be performed by the Government Technical Representative (GTR) identified in Section G.1, or other individual as designated by the Contracting Officer or GTR.

1.3 AVAILABILITY OF RECORDS

Throughout the entire life of the contract, the Contracting Officer or duly authorized representative(s), shall have full and free access to the contractor's books, documents, papers and records that are pertinent to activities under the contract, including all those books, documents, papers and records.

SECTION G - CONTRACT ADMINISTRATION DATA**1.1 HUDAR 2452.232-70 PAYMENT SCHEDULE AND INVOICE SUBMISSION (FIXED PRICE) (OCT 1999)**

- (a) General. The Government shall pay the contractor as full compensation for all work required, performed and accepted under this contract, inclusive of all costs and expenses the firm fixed price stated in Section B 1.4 Price Schedule.
- (b) Payment Schedule. Payment will be made upon receipt of an accepted invoice.
- (c) Submission of Invoices. Invoices shall be submitted once a month to the GTR/GTM on appropriate letterhead identifying the contractor. Invoices shall be submitted by the 15th of each month (if the 15th of the month falls on a weekend or holiday, then the following business day.) The contractor shall invoice for projects where, at a minimum, the twice monthly HUD Representative's Trip Report (HUD-5379) has been completed and submitted with copies attached to any monthly invoice. The contractor shall also summarize and specify amounts related to the incentive and disincentive payment provisions. The invoice shall be submitted to the following address:

U.S. Department of Housing and Urban Development
400 SW Sixth Ave., Suite 700
Portland, OR 97204
Attn: Daniel Grunwald, GTR

- 1. To constitute a proper invoice, the invoice shall include all items required by FAR 52.232-25 Prompt Payment, and the following information and/or attached documentation:
 - (i) Contractor's name, address and telephone number;
 - (ii) Payee account number (Federal Tax ID Number);
 - (iii) Accounting and appropriation data referenced in Block 21 of the Standard Form 33;
 - (iv) Invoice Number and date;
 - (v) Name of each project inspected;
 - (vi) Date of inspection;
 - (vii) Project inspection price
 - (viii) Attached incentive and disincentive;
 - (ix) Total amount due;
 - (x) Contractor's signature; and
 - (xi) Attached copy of the HUD-5379 for each project inspected.
- 2. Where there are erasures or alterations to an invoice, evidence is required that the alteration was made with the knowledge of the payee. The payee must initial each alteration. Where the payee is a partnership or corporation, the signature (not initials) of the person altering or correcting the invoice and the person's official capacity with the partnership or corporation must be shown. The initials or signature of the payee must be written in permanent ink.

(d) Contractor Remittance Information. Payments for 202/811 Housing for the Elderly or for Persons with Disabilities (Capital Advance) projects will be made to the contractor's address by HUD's Finance and Accounting Center in Ft. Worth, TX, and payments for all other projects will be made by HUD's Cash Management and Investment Staff.

(c) *Part I - Technical and Management Proposal* - A separate technical and management proposal must be submitted. The proposal shall clearly and sufficiently address the factors listed below (see Section M, Evaluation Factors for Award, for a description of the information to be addressed and applicability).

1. PRIOR EXPERIENCE
2. MANAGEMENT AND OVERSIGHT CAPABILITY
3. TECHNICAL UNDERSTANDING
4. PAST PERFORMANCE

(d) *Part II - Business Proposal*

1. *SF-33, SOLICITATION, OFFER, AND AWARD.* Complete the applicable sections of blocks 12 through 18 of the SF-33. Make sure you include your Dun and Bradstreet Universal Numbering System (DUNS) number. In addition, include acknowledgment of any amendments issued in this section.
2. *REPRESENTATIONS AND CERTIFICATIONS.* Complete the Representation and Certifications included in Section K of the solicitation and include them in this part. If applicable, include SF-LLL, Disclosure of Lobbying Activities (see Section K, FAR 52.203-11). In addition, this section should include the Key Personnel from Section I.
3. *INFORMATION OTHER THAN COST OR PRICING DATA.* An offeror may submit a price on one area or multiple areas. This solicitation does not require submission of certified cost or pricing data; however, the offeror shall submit sufficient supporting cost information similar to the attached Contractor Cost Estimate Worksheet to enable a determination that the offeror has a complete understanding of the requirements to be performed under the contract. The Government may conduct a price realism analysis, which may also be used by the Technical Evaluation Panel in its evaluation of the offeror's understanding of the Government's requirements under one or more of the evaluation factors. All offerors shall submit as part of their offer a spreadsheet developed by your firm which clearly illustrates the cost elements used by the contractor to achieve its price. The spreadsheet shall include the following cost elements:
 - A. Direct labor
 - B. Indirect labor
 - C. General and administrative expenses
 - D. Overhead
 - E. Profit
4. *PRICE SCHEDULE* - All offerors shall submit as part of their offer a completed price schedule.
5. *SUBMIT SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES (NOV 1997) IF APPLICABLE.*
6. *BIDDING GEOGRAPHIC AREAS* - The offeror may bid on one (1) geographic area or as many as all four (4) geographic areas. Complete only the chart(s) in Section B for which you are submitting bids.

1.2.6 HUDAR 2452.233-70 REVIEW OF CONTRACTING OFFICER PROTEST DECISIONS (OCT 1999)

- (a) In accordance with FAR 33.103 and HUDAR 2433.103, a protester may request an appeal of the contracting officer's decision concerning a protest initially made by the protester to the contracting officer. Such requests shall be made in writing to the cognizant head of the contracting activity (HCA, see definition at HUDAR Subpart 2.1) within 10 days (see FAR 33.101 for the definition of "days") of the protester's notification of the contracting officer's decision.
- (b) The cognizant HCA shall make an independent review of the contracting officer's decision and provide the protester with the HCA's decision on the appeal.

1.2.7 AS 2112 SPECIAL INSTRUCTIONS REGARDING LOBBYING DISCLOSURES If the bidder/offeror is required to complete an SF LLL Disclosure of Lobbying Activities, the offeror shall obtain the form from the contracting officer or contract specialist identified in the solicitation.